

2017 Special Event & Festival Application

Event Information

Organization	Riverfront Playhouse
Today's Date	5/8/2017
Status	501(c)3
Contact Name	Lynn Knauf
Contact's Position in the Organization	Secretary
Phone Number	6308625582
Email	lmknauf@sbcglobal.net
Event Name	Shakespeare on the Mall
Type of Event	Festival / Fair
More Information	Riverfront Playhouse will be open to provide restrooms. We intend to apply for a festival grant.
Purpose of Event	We would like to host a free public production of a Shakespeare play on the Water Street Mall.
Event Date(s)	7/22/2017
Event Hours	7 p.m. to 9:30 p.m.
Set-up Hours	5 p.m. to 7 p.m.
Breakdown Hours	9:30 p.m. - 10:30 p.m.
Event Site	Water Street Mall (Mundy Park)
Attach a Site Map of the Event Site (if necessary)	<i>Field not completed.</i>
Projected Attendance	250
Past Attendance at This Event	100-200

Number of Volunteers / Personnel Approx. 12

Number of Years Event has Been Held 2

Rain Policy The event will be cancelled.

Approved for Neighborhood Festival Funds? No

Requesting Road Closures? No

(Section Break)

Insurance & Liability Information

THIS APPLICATION, AND ANY OTHER APPLICABLE DOCUMENTS AS OUTLINED HEREIN, MUST BE REMITTED TO SPECIAL EVENTS no LATER THAN NINETY (90) DAYS PRIOR TO THE OPENING DAY OF THE EVENT. A detailed site plan may be required. Late or incomplete applications may be denied. Mail application to Special Events, City of Aurora, 44 East Downer Place, Aurora, IL. 60505 or email to events@aurora-il.org. The contact will be notified to confirm receipt of application. A copy of the application will then be forwarded to the appropriate committees for consideration of approval.

HOLD HARMLESS CLAUSE: The special events organizer hereby agrees to indemnify and hold harmless the City of Aurora, Illinois, its agents, public officials, officers, employees and authorized volunteers, from and against any and all legal actions, claims, damages, losses, expenses arising out of the permitted event/activity or any activity associated with the conduct of the organizer's operation of the event, including but not limited to, claims for personal or bodily injury, disease or death, or injury to or destruction of property, excluding claims caused by the willful commission or omission by employees of the City of Aurora acting within the scope of their employment. Further, the event organizer agrees to indemnify the City of Aurora and any of its agents, public officers, officials or employees and authorized volunteers for any attorney's fees and court costs incurred or to be incurred in defending any actions brought against them as a result of the organizer's use of public property or operation of the event as set forth in the application for special permit.

INSURANCE REQUIREMENTS: Proof of insurance is required of all Special Event organizers prior to the event. The attached list of insurance requirements should be reviewed immediately with your insurance agent to comply. Please provide document along with your completed application 14 days prior to event to Special Events, City of Aurora, 44 East Downer Place, Aurora, IL. 60505 or email to events@aurora-il.org. Coverage shall be from reputable insurance companies in amounts acceptable to the City of Aurora. Failure to provide said acceptable insurance coverage in a timely manner is grounds for non-issuance or revocation of the permit.

LIABILITY WAIVER: The event organizer agrees for itself and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to waive and relinquish all claims that may result in any manner against the City of Aurora, its agents, public officers, officials or employees and authorized volunteers from said organized event or activity, except for acts caused by the willful and wanton misconduct by employees of the City of Aurora acting within the scope of their employment.

(Section Break)

Permitted Use of Public Property

Address of Public Property Water Street Mall (Mundy Park)

City Aurora

State IL

Zip Code 60505

Name of Public Property Water Street Mall

Event Name Shakespeare on the Mall

Event Start & End Date 7/22/2017 - 7/23/2017

PERMITTED USE OF PUBLIC PROPERTY: Whereas the Special Event Organizer agrees to use the public property at the above-named Address in Aurora, Illinois, known as the above-named Public Property, for staging of the above-named Event, the City of Aurora does hereby agree to permit for use, these premises for the date(s) of the above-named Event Start Date through Event End Date, 2017. Organizer does hereby agree to conduct only that business/activity which is described in the Special Event Permit Application, and agrees to all municipal requirements. Organizer further agrees that within thirty (30) days of the conclusion of the event it will, at its own expense, provide for the repair, replacement, or maintenance of any damaged, lost, or stolen portions of the subject property including, but not limited to, landscaping street, or buildings and/or pavement.

(Section Break)

Authorized Signatures

Permit applied for and all terms and stipulations agreed by:

Name Lynn Knauf

Email lmknauf@sbcglobal.net

Signatory Title (if applicable)

Secretary
